

AIRPORTS OPERATIONS MANAGER

Class Definition

Under general direction, supervises and administers the Operations Division of the Airports Department.

Distinguishing Characteristics

Airports Operations Manager is responsible for the overall management of the Airports Operations Division, which includes the Airfield Maintenance and Building Maintenance sections. Within guidelines set by the Airports General Manager, the incumbent establishes and implements all necessary operational procedures. This class is distinguished from Airports Maintenance Supervisor in that incumbents of the latter have responsibility for sections within the Airports Operations Division. This is an unclassified position in which the incumbent serves at the will of the Director of Transportation.

Typical Tasks

(The incumbent may not be assigned all the duties listed, nor do the examples cover all the duties which may be assigned.)

Plans, organizes, and directs the airfield maintenance and building maintenance activities of the Operations Division.

Serves as Department representative for airport construction projects and participates in the initiation of construction programs, review of construction plans, drawings, and specifications, and management of construction projects.

Reviews and inspects airport maintenance and safety operations to ensure compliance with local, state, and federal regulations.

Analyzes, recommends, and executes cost reduction, and other methods to increase the efficiency and productivity of airport facilities and maintenance and safety operations.

Establishes training programs and safety procedures for the Division. Develops, prepares, and administers the Division budget.

Selects, evaluates, and disciplines subordinate employees.

May represent the Department in operational matters.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of state and federal airport operations and safety regulations.

Knowledge of airport management, operations, and maintenance. Ability to plan, coordinate, schedule, and inspect the work of subordinate employees.

Ability to train and develop employees and to instruct them in operations methods.

Ability to establish and maintain a continuous maintenance program

Ability to read and interpret engineering plans and specifications.

Ability to establish and maintain working relationships with subordinates, City officials, and the public.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor*s Degree in Public Administration, Business Administration, Airport Management, or a closely related field; and three years of managerial experience in airport operations and maintenance. Additional qualifying experience may be substituted for the education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

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+582/SPEC8